

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the management of a specialized division of the police department and the supervision of subordinate personnel within that section. Employees of this class are required to perform administrative duties to provide for the efficient operation of the assigned division. Police Lieutenants also oversee the preparation and maintenance of records, supervise the care and maintenance of assigned equipment, property, and supplies, and perform and supervise law enforcement duties. Police Lieutenants work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by the Police Chief. This class ranks immediately below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a division in the police department as assigned by the Police Chief, which may include patrol, investigative, traffic control, training, special operations, administrative support, juvenile operations, or other specialized divisions. Commands and supervises personnel within assigned department. Oversees inspections of division and takes action to improve problem areas. Assumes command of departmental operations in the absence of the Police Chief.

Delegates assignments to subordinates, outlines duties and responsibilities, and sets task priorities in order to best accomplish the goals of the department. Provides on-the-job training to subordinates and supplies them with the tools and resources necessary to accomplish tasks. Inspects the appearance of subordinate personnel to ensure they meet departmental standards. Investigates accidents involving department equipment or personnel and makes recommendations to avoid future accidents. Maintains discipline among employees, investigates personnel involved in code of conduct violations, and recommends disciplinary action to the Police Chief. Evaluates employee work performance, writes evaluation reports, and determines if additional training is needed. Reviews reports written by subordinates to determine if jobs were completed effectively. Handles employee complaints and grievances and counsels employees who are experiencing work problems. Motivates employees and provides for growth and career development. Participates in interviewing prospective employees and makes recommendations for hiring. Performs background investigations and keeps records of information collected on

applicants. Recommends promotions to Police Chief. Ensures work schedules meet department staffing requirements and approves leave.

Uses computer information systems to enter and retrieve data and to exchange information with other individuals. Gathers and distributes intelligence information. Writes letters and reports using the basic principles of composition and grammar. Compiles and organizes data needed for reports, records necessary information on log sheets relating to daily work activities, and maintains incident and suspect files using accurate and comprehensive notes. Provides for the general care and maintenance of department equipment, vehicles, stations, and other related property and inspects such to ensure they are in good operating condition. Meets with sales representatives to review products to be purchased, keeping such purchases within the established budget. Orders, purchases, distributes, and keeps records of inventory of supplies and equipment. Manages fleet and issues maintenance purchase orders. Handles IT maintenance and repairs computers when necessary.

Acts as a department representative to the public and promotes a positive public image of the department. Answers questions and handles complaints from the public. Oversees tours of the department for school or civic groups. Keeps informed on local activities that may affect the police service and coordinates with other agencies. Identifies local areas in need of law enforcement by reviewing crime statistics and monitors local conditions which may require police assistance. Evaluates new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Testifies in court to facilitate a proper disposition of the case.

Evaluates training needs and develops a training program for the department. Makes improvements to the program if necessary. Sees that employee training is provided for and arranges for outside training that is not available in the department. Serves as an instructor for training in legal update, traffic procedures, defensive tactics, and other topics when required. Conducts research and analyzes statistical data to prepare lesson plans, training material, and written tests. Administers and grades tests. Oversees training of K-9 patrol dog. Maintains proficiency in the use of firearms and other weapons and uses self-defense tactics. Develops tactical plans for response to various emergency situations and manages disaster control activities.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid driver's license.

Must be a regular and permanent Police Sergeant immediately preceding the closing date for application to the board.